

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

2. Next, it is important to gather relevant information and data. This can be done through research, consultation with experts, or by analyzing existing data sets.

3. Once the information is gathered, the next step is to analyze it. This involves identifying patterns, trends, and relationships that can help in understanding the problem.

4. After analysis, a hypothesis or a proposed solution should be developed. This should be based on the evidence gathered and the logical reasoning applied.

5. The final step is to test the hypothesis or solution. This can be done through experiments, simulations, or by applying the solution to real-world scenarios.

6. Finally, the results of the testing should be evaluated. This involves comparing the results with the expected outcomes and determining the effectiveness of the solution.

7. If the solution is found to be effective, it can be implemented. If not, the process may need to be repeated, starting from the identification of the problem.

8. Throughout the process, it is important to maintain a clear record of the steps taken and the results obtained. This will help in understanding the process and in making improvements for future tasks.

9. The process of problem-solving is often iterative, meaning that it may involve going back and forth between different steps as more information is gathered and the solution is refined.

10. Finally, it is important to communicate the results of the process. This can be done through reports, presentations, or by sharing the findings with others who may be interested in the problem.

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Class	Subclass	Date	Examiner

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